

**TINJAUAN PROSEDUR PELAKSANAAN NILAI GUNA DRM INAKTIF  
DI FILING RAWAT INAP RUMAH SAKIT PANTIWILASA CITARUM  
SEMARANG  
KARYA TULIS ILMIAH**

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**ABSTRAK**

Berdasarkan hasil wawancara dan observasi kepada beberapa petugas filing dan kepala rekam medis, Rumah Sakit Panti Wilasa Citarum Semarang sudah pernah melaksanakan nilai guna dokumen rekam medis, pelaksanaan nilai guna dilakukan pada saat kegiatan retensi diadakan dengan cara bersamaan, nilai guna bisa juga diadakan sewaktu-waktu ketika ada perintah dari direktur RS. Hal itu dikarenakan tidak ada protap nilai guna dokumen rekam medis. Penelitian bertujuan untuk mengetahui cara pelaksanaan dan pengelolaan DRM inaktif. Penelitian deskriptif dilakukan dengan observasi pelaksanaan nilai guna dokumen rekam medis inaktif dan wawancara 1 ketua rekam medis dan 3 petugas rekam medis. Hasil penelitian menunjukkan, penyimpanan DRM inaktif terpisah antara rak untuk DRM aktif atau inaktif, Rumah sakit telah memiliki kebijakan pengelolaan DRM inaktif, belum ada protap yang mengatur tentang nilai guna, Jenis formulir yang diabadikan sudah sesuai dengan teori, URM pernah melaksanakan pelaksanaan nilai guna, sarana yang digunakan sudah terpenuhi. Saran membuat protap yang mengatur tentang nilai guna sehingga kegiatan nilai guna DRM inaktif dapat berjalan dengan lancar.

Kata Kunci : Nilai Guna, Dokumen Rekam Medis Inaktif, Filing, Rawat Inap

**REVIEW IMPLEMENTATION PROCEDURE OF INACTIVE MEDICAL  
RECORDS VALUES IN FILING INPATIENT PANTI WILASA CITARUM  
HOSPITAL SEMARANG YEAR 2017**

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**ABSTRACT**

Based on interviews and observations to some filing officers and head of medical records, Panti Wilasa Citarum Semarang Hospital has implemented usage value of medical records, implementation of archival value should be done when retention activities were held in the same way, usage value can also be held at any time when there is an order from hospital director. That's because there was no medical records usage value SOPs. The study aimed to find out how to implement and manage inactive medical records. Descriptive study was done by observing implementation of usage value for inactive medical records and interview of 1 head of medical record and 3 medical record officers. The results showed that, inactive medical records storage was separate between shelves for active or inactive medical records, The hospital already has an inactive medical records management policy, no SOPS to stipulates usage value, Immortalized Form type was in accordance with theory, Medical records unit has implemented usage value, Means used already fulfilled. Suggestion, Hospital should make SOPS that regulate usage value so that use value activities of inactive medical records can run smoothly.

**Keyword** : Use Value, Inactive Medical Record Document, Filing, Hospitalization